mesa·az   City Council Report

Date: November 3, 2014

To: City Council

Through: Alex Deshuk, Manager of Technology and Innovation

From: Edward Quedens, MPA, C.P.M., CPPO, Business Services Director
               Matt Bauer, MBA, CPPO, CPPB, CPSM, Procurement Administrator

Subject: Purchase of a Replacement Cemetery Information Management System as
               Requested (Single Proposal) **(Citywide)**

Purpose and Recommendation

Council is requested to approve the purchase of a replacement Cemetery Information
Management System as recommended.

A committee representing Parks, Recreation and Commercial Facilities, Information
Technology, and Purchasing evaluated responses. The evaluation committee
recommends awarding the contract to the qualified single proposal, Stone Orchard
Software Inc. at $28,552.80, plus project contingency of $3,000.00, for the combined total
of $31,552.80.

Background / Discussion

Mesa Cemetery encompasses 55 acres and has approximately 46,000 grave plots across
six interment areas. Currently, cemetery sales, operations and services are managed
through a combination of manual processes, desktop computer tools, and an in-house
"custom" Microsoft Access database system. The existing system has significant
limitations and needs to be replaced as its technology is at end of life.

The recommended Cemetery Information Management System meets current technology
standards, provides enhanced security and auditing and will provide for operational
efficiencies and better customer service. The license grant is perpetual and the initial
support contract period is five years. Annual support rates are firm for the initial five-year
term. The agreement provides for an option to renew support at the end of the initial term.

Council approval is required for the initial system purchase expenditure of $31,552.80 (one-
time cost) which includes the application software and first year's software maintenance
and support. The vendor will be on contract with the City for an initial five-year term after
the purchase for ongoing maintenance and support. The vendor provided pricing for
ongoing software maintenance and support at approximately $3,000 for years 2 through 5;
PRCF will annually budget for this expense in their future year's operating budget.

Staff from Parks, Recreation and Commercial Facilities, Information Technology and
Purchasing evaluated the single proposal received from Stone Orchard based on the
required evaluation criteria. The proposal met all of the specifications, scored acceptably
and is being recommended for award. The evaluation committee unanimously agreed on
the recommendation.

Alternatives

Council may choose not to authorize the purchase. Because only one vendor responded to the City's RFP, it is unlikely that the City would get additional responses if the RFP were re-issued.

Fiscal Impact

The annual contract amount is funded by Parks, Recreation and Commercial Facilities department operating budget.

Coordinated With

Parks, Recreation and Commercial Facilities
Information Technology
Purchasing

PURCHASING INFORMATION
Action: Initial Award
Procurement Type: Request for Proposals
Solicitation Number: 2014283
Vendors Registered: Bid List (16) and ProcureAZ (76)
Advertising: Arizona Republic, Bid Net, ProcureAZ and Purchasing Website
Downloads: Twenty-Four
Responses: One
Local Consideration: Policy did not apply to this procurement method
Protests Received: None
Initial Contract Term: Five years (License grant is perpetual, and support is a five-year term)
Possible Renewals: The resulting Agreement provides for an option to renew support at
  the end of the initial term, based materially on the terms and conditions of the
  existing Agreement. At any time during any support term, the City may determine to
  not renew support, or may determine to conduct a solicitation for a new system.
Pricing Available to Other Cooperative Agencies: No

Single Proposal received on July 31, 2014:
Stone Orchard Software Inc.
  Newmarket, Ontario Canada

"No Bid" Response received from:
Pontem Software
  Eaton Rapids, MI

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AWARD RECOMMENDATION
Stone Orchard Software Inc.
Newmarket, Ontario, Canada

Description
Cemetery Information System to include: Application Software at $16,000.00 plus 5.6% Use Tax at $896.00; Training Services at $2,000.00; and Data Conversion at $4,800.00; First-Year Support/Maintenance at $2,956.80; Travel Expense at $1,900.00; and Project Contingency at $3,000.00 **Total: $31,552.80**

SCHEDULE 1
ATTACHMENT 1 TO EXHIBIT A-1
ITEMS AND SERVICES TO BE PROVIDED
ON-SITE CEMETERY INFORMATION MANAGEMENT SOLUTION AGREEMENT #2014283

ITEMS AND SERVICES DESCRIPTION	PRICES
Application Software (included under Warranty)	
Stone Orchard CORE Component, Quotes and Sales Component, Security/Multiple Users Component, Office Template Component (Bundled) - Production Instance Licensing (ONE TIME FEE)	$ 14,000.00
Stone Orchard CORE Component, Quotes and Sales Component, Security/Multiple Users Component, Office Template Component (Bundled) - Development Instance Licensing (ONE TIME FEE)	$ -
Stone Orchard Advantage System Interface (export file with financials)	$ 2,000.00
Application Software Subtotal	**$ 16,000.00**
5.6% Use Tax on Software (City will pay use tax directly to the Arizona Department of Revenue)	$ 896.00
Software Price	**$ 16,896.00**
Services (included under Warranty)	
Implementation Services (included in software price)	$ -
Training Services (2 days @ $1,000)	$ 2,000.00
Data Conversion	$ 4,800.00
Services Price	**$ 6,800.00**
First Year Support/Maintenance (Due as of Go Live Date)	
Software - Annual Support Charge - Year 1 (incl 5.6% use tax)	$ 2,956.80
First Year Support/Maintenance Price	**$ 2,956.80**
TOTAL CONTRACT PRICE	**$ 26,652.80**

TRAVEL EXPENSES[1]

Travel Expenses - Services and Training	$ 1,900.00

[1] The travel expenses listed above represent not-to-exceed estimates. Travel expenses shall be reimbursed in accordance with the Travel Expense Reimbursement Policy.

INITIAL SUPPORT TERM (Years 2 through 5)

Annual Support Charge - Year 2 (excludes taxes)	$ 2,856.00
Annual Support Charge - Year 3 (excludes taxes)	$ 2,913.12
Annual Support Charge - Year 4 (excludes taxes)	$ 2,971.38
Annual Support Charge - Year 5 (excludes taxes)	$ 3,030.81

Maintenance and Support - SUBSEQUENT TERMS (after Year 5)
(The Annual Support Charge for each Subsequent Term shall increase by no more than the CPI adjustment for the immediately-preceding Term or 5%, whichever is less. For each Subsequent Term, City will pay to Contractor the Annual Support Charge for Support Services, plus any applicable taxes.)